



miamidade.gov

**Internal Services**

Director's Office

111 NW 1st Street • Suite 2130

Miami, Florida 33128

T 305-375-2363 F 305-372-6084

June 25, 2013

Dear Colleague:

We would like to take this opportunity to introduce your organization to Miami-Dade County's User Access Program (UAP). The UAP is a revenue sharing opportunity for governmental, quasi-governmental and not-for-profit organizations. Participation in the program gives your organization access to nearly 800 competitively established UAP-eligible County contracts and prequalification pools for a wide range of goods and services.

In addition, the program allows for a two percent (2%) discount on prices, collected through a deduction on vendor invoices. As a UAP purchasing partner, your organization can share in revenue rebates for every dollar invoiced. Accessing UAP contracts enables your organization to benefit from the County's purchasing power, competitive pricing, and favorable terms and conditions, all while saving your organization time and resources, and increasing revenue stream.

Please consider joining the numerous local and national municipalities and agencies already accessing UAP contracts and benefitting from the advantageous terms and conditions negotiated by the County. To participate in this free program, visit our webpage at <http://www.miamidade.gov/procurement/user-access-program.asp> to download and complete the Joint Purchasing and Entity Revenue Sharing Agreement and receive your Participant Validation Number. Participation in the program does not obligate your organization to access our contracts; however, your organization must be approved for participation to be eligible to access UAP contracts.

We welcome the opportunity to provide additional information about this valuable program and answer your questions. Please contact Celia Hudson at (305) 375-2898 or [cmg@miamidade.gov](mailto:cmg@miamidade.gov) for details.

We look forward to your participation!

Sincerely,

A handwritten signature in black ink, appearing to read "Lester Sola", written over the word "Sincerely,".

Lester Sola  
Director

*[Faint, illegible handwritten text]*



## Internal Services Department

Stephen P. Clark Center  
111 N.W. 1st Street, Suite 2410  
Miami, Florida 33128

### MIAMI-DADE COUNTY JOINT PURCHASE AND ENTITY REVENUE SHARING AGREEMENT APPLICATION FORM

*The entity indicated below requests participation in Miami-Dade County  
Joint Purchase and Entity Revenue Sharing Agreement*

Entity Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax. No. \_\_\_\_\_

E-mail address: \_\_\_\_\_ Website: \_\_\_\_\_

\_\_\_\_\_  
*Authorized Signature:*

\_\_\_\_\_  
*Title/ Position Held:*

*Please return application by mail to:*

*Miami-Dade County  
Internal Services Department, Administration and Business Services Division  
111 N.W. 1<sup>st</sup> Street, Suite 2410  
Miami, Florida 33128  
Attention: Celia Hudson*

*or by **fax** (305) 375-4593, Attention: Celia Hudson*

*or by **e-mail**: [cmg@miamidade.gov](mailto:cmg@miamidade.gov)*

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### JOINT PURCHASE AND ENTITY REVENUE SHARING AGREEMENT APPLICATION APPROVAL

UAP Participants Validation No.: \_\_\_\_\_

**Assistant  
Director's  
Approval:**

\_\_\_\_\_  
*Miriam Singer, Assistant Director  
Internal Services Department*

**Date:** \_\_\_\_\_

Visit our website – 24 hours a day  
Miami- Dade County- <http://www.miamidade.gov/Procurement/home.asp>  
“Delivering Excellence Every Day”



## **Internal Services Department**

Stephen P. Clark Center  
111 N.W. 1st Street, Suite 2410  
Miami, Florida 33128

### **MIAMI-DADE COUNTY JOINT PURCHASE AND ENTITY REVENUE SHARING AGREEMENT USER ACCESS PROGRAM (UAP)**

By submission of this agreement, the entity named below indicates an interest in participating in the Miami-Dade County joint purchase and revenue sharing User Access Program, hereafter referred to as the UAP. Completion of this agreement by the participating entity is a prerequisite to participation in the UAP and the use of Miami-Dade County contracts, terms, conditions and pricing. This agreement is NOT a binding obligation to purchase goods and services from County established contracts, ONLY an obligation to adhere to the following terms and conditions when choosing to utilize a County established contract.

It is understood that Miami-Dade County, Internal Services Department (ISD), Procurement Management Services will review all recurring and new requests for purchases on an annual basis for eligibility and utilization by other governmental, quasi-governmental and not-for-profit entities, using the following criteria, which should include, but not be limited to the following: any contract previously designated for access by other entities, any contract that another municipality or quasi-governmental or non-profit entity has expressed an interest in accessing, and/or any contract that is generic and can be utilized by other municipalities or quasi-governmental or non-profit entities. Such contracts and or solicitations shall be designated for the UAP and appropriate standard language shall be placed in the solicitation document to allow access to other entities in addition to Miami-Dade County departments. Miami-Dade County will notify all participating entities of the availability of contractual documents and applicable Award Sheets by posting such information online at the ISD, Procurement Management Services Website. Participation by awarded vendor(s) in the Joint Purchase portion of the UAP is at the sole discretion of the vendor. Vendors are free to elect NOT to extend County contract prices to an entity.

It is understood that each governmental, quasi-governmental and not-for-profit entity which uses a Miami-Dade County established contract will establish its own contract, release its own orders, issue its own purchase orders, be invoiced therefrom, make its own payments, determine any additional applicable shipping terms, and issue its own exemption certificates as may be required by the bidder. Note: All entities outside of the geographic boundaries as specified in the solicitation may be subject to additional shipping charges.

It is further understood and agreed that Miami-Dade County is NOT a legally binding party to any contractual agreement made between any governmental unit and any bidder/proposer as a result of this Agreement.

All purchases resulting from the use of Miami-Dade County contracts or any contract resulting from Miami-Dade County solicitations and/or the utilization of the County contract prices and terms and conditions identified in bid documents shall make reference to the specific contract bid number being accessed.

A discount (rebate) up to 2% from the total dollar amount, less any additional shipping charges, may be deducted from all invoices resulting therefrom, prior to issuing payment to the vendor. Disbursement of the discounted amount shall be 1.5% rebated to Miami-Dade County and 0.5% retained by the entity. The entity may elect to deduct all, none or part of the rebate from the vendor's invoice. Arrangements can also be made for Miami-Dade County to invoice the vendor the 2% discount if the entity is unable to make the UAP deduction or arrange for the vendor to remit the UAP discount directly to the County. In these cases Miami-Dade County will retain 1.8% of the discount and remit 0.2% of the discount to the entity to help defray administrative costs. Agencies will be required to submit Internal Revenue Services (IRS) W9 statements in order to receive their portion from Miami-Dade County. However, the entity shall be liable to the County for the 1.5% reimbursement regardless of whether the entity invokes any or all of the 2% invoice reduction.

If entities make arrangements with the vendor to remit the UAP discount directly to Miami-Dade County, the entity forfeits their portion of the discount, unless quarterly UAP Payment Reports are submitted to Miami-Dade County. Payment shall be made to Miami-Dade County on a quarterly basis, along with the attached report form. Quarterly reports and all applicable payments must be submitted to the Internal Services Department, Administrative and Business Services Division, no later than 15 working days after the end of each quarter, regardless of the value of purchases during the preceding quarter. By submission of these summary reports and corresponding payment, the entity is attesting to their correctness. All such reports and payments shall be subject to audit by Miami-Dade County.

Willful falsification and/or failure to submit quarterly payment reports and make applicable payments in a timely manner may result in termination or cancellation of the privilege of accessing County contracts and any and all remedies relating to the collection of such fees shall be enforceable.



**QUARTERLY USER ACCESS PROGRAM (UAP) PAYMENT REPORT**  
**Miami-Dade County Internal Services Department/Administration & Business Services Division**  
**111 NW 1st Street, Suite 2410, Miami, Florida 33128 fax# (305) 375-4593, Attention: Celia Hudson**

Date

Entity Name

UAP Validation No.

Address

City

State

Florida

Zip

Contact Person/Title

Telephone #

E-Mail

Fax #

X

Quarter Ending

☐  
☐  
☐  
☐

January 1 - March 31

April 1 - June 30

July 1 - September 30

October 1 - December 30

Year: 201

Due: April 15

Due: July 15

Due: October 15

Due: January 15

Make check payable to:

Board of County Commissioners

Remit to:

Miami-Dade County  
 Internal Services Department  
 Administration & Business Services  
 111 NW 1st Street, Suite 2410  
 Miami, Florida 33128

**PURCHASES MADE UNDER MIAMI-DADE COUNTY UAP CONTRACTS**

Contract #	Contract Description/Title	Vendor	Total Purchases During Quarter	UAP Deductions from Vendor (2%)	UAP Retained by Entity (.5%)	UAP Due to Dade-County for Current Quarter (1.5%)
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

By Submission of this Quarterly UAP Payment Report and corresponding payment, I \_\_\_\_\_, certify the correctness of the information.  
 I understand that all reports and payments may be subject to an audit by Miami-Dade County.

**TOTAL ENCLOSED** \_\_\_\_\_ **\$0.00**

Authorized Signature

Title / Position Held

Date